

THE TULALIP TRIBES
TGO/QCC/BINGO
Job Description

JOB TITLE: Blackfish Expeditor

POSITION NUMBER: ON GOING

NOTE: Sections in box are minimum requirements that all applicants must have to be considered for this job. These requirements must be stated on your application form to be considered for this position.

The Tulalip Tribes publicly announces that Indian Preference in hiring shall apply to Tulalip Tribal job opportunities.

EDUCATION:

- ☐ High School Diploma or GED equivalent preferred.
- *If applicant does not meet education requirement, employer will allow 6 months from date of hire to meet this job requirement, as a condition of employment.

SKILLS:

- ☐ Must have good grooming habits and manners.
- ☐ Must be able to follow specific instructions.
- ☐ Must be able to communicate with Cooks and Servers to ensure quality plate presentation.
- ☐ Must be able to remain calm under pressure
- ☐ Must exude confidence, poise, posture, grace, and style.
- ☐ Must pay attention to details.
- ☐ Ability to resolve issues and facilitate proper communication between Cooks and Servers.
- ☐ Excellent guest relation skills.

EXPERIENCE:

- ☐ Minimum of two (2) years of Line Cook experience in a full service restaurant.
- ☐ Minimum of six (6) months of guest service experience in a full service restaurant, preferred.

OTHER REQUIREMENTS:

- ☐ Must be 18 years of age or older.* (**Attach documentation to application**)
- ☐ Must obtain and hold a valid Food Handlers card within 60 days from date of hire.
- ☐ Must be willing to obtain certification through the National Restaurant Association SERV SAFE program.
- ☐ Must be flexible to work in all venues in a similar position.
- ☐ Will be responsible for the deliverance of the highest level of customer service to guests, VIP's, and co-workers.
- ☐ Must attend mandatory guest service training.
- ☐ Must be flexible to work all sites, Tulalip Resort Casino and the Quil Ceda Creek Casino.
- ☐ Must be able to successfully complete either a tribal, state, or federal background investigation.
- ☐ Must be able to obtain a Hotel Permit per Regulation 12 with the Tulalip Gaming Agency.
- ☐ Must be able to work any shift assigned to include days, swing, grave, weekends, and/or holidays.
- ☐ Must have successful employment history with the Tulalip Tribes and/or other employers.

Physical Characteristics and/or Prerequisites:

- ☐ Manual and finger dexterity in plate set up and presentation.
- ☐ Must be able to stand and/or walk for prolonged periods of time.
- ☐ Strength to lift objects weighing 20-40 lbs. on an occasional basis.
- ☐ Tolerance to be exposed to cleaning solvents and detergents on a daily basis.
- ☐ Must have tolerance to work in a smoke-filled environment.

Casino Department: Food & Beverage

Employee Classification: Non-exempt

Job Summary: Coordinates the flow of food product, ticket times, and presentation of all food items set in pick-up window. Facilitates the proper communication between the Cooks and the Front of the House team members. Assists Servers in tableside service as needed. Ensures quality service to all guests. Provides expert knowledge in Sequence of Service, menu items, preparation, wine selection and service.

Employee Reports To: Food & Beverage Supervisor or designee

Extent of Job Authority: Works with Manager, Supervisor, Serving and Line staff to ensure proper dining room procedures and standards are being followed in accordance with established policies and procedures.

Specific Duties Performed:

1. Ensures quality food for all items leaving Kitchen.
2. Coordinates ticket times and quality of service.
3. Resolves issues and facilitates proper communication between Cooks and Front of House team members.
4. Prepares all plates with condiments for Servers.
5. Designates or delegate's food runners for efficient delivery of food items to proper table and seat number.
6. Monitors all food returned and maintains waste logs.
7. Assists all positions as necessary to promote positive teamwork.
8. Ensures floors and work areas are clean and presentable at all times.
9. Greets guests in a professional and friendly manner.
10. Knows and practices all health and safety practices and procedures, including HACCP standards.
11. Performs all side work duties as assigned or requested by Food and Beverage Supervisor or designee.
12. Understands and executes the proper Sequence of Service.
13. Learns menu item preparation, including features, wine selection and service.
14. Performs the position of food runner as needed.
15. Performs other duties as deemed necessary or requested by Food and Beverage Supervisor or designee.

Terms of Employment: This is a Regular Full-time position requiring 40 hours per week or 2080 hours per year.

Pay Rate: \$12.11 per hour

Opening Date: ON GOING

Closing Date:

Please return your completed application to the Tulalip Resort Casino Receptionist by the closing date and time.

*** Required documents must be submitted prior to interviewing***